



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 233D BASE SUPPORT BATTALION**  
**UNIT 29500**  
**APO AE 09175-0001**

IMEU-DAR-ZA

MAR 8 2005

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Area and Building Coordinators Responsibilities**

**1. References:**

- a. USAREUR Regulation 10-20, 29 Dec 1995, USAREUR Base Operations.
- b. AR 210-50, Housing Management, 16 Feb 1999.
- c. USAREUR Suppl 1 to AR 210-50, Housing Management, 26 May 2002.
- d. 233d BSB Resident Handbook, Edition V, Jul 2003.
- e. Memorandum, Policy and Procedures for the Area/Building Coordinator Program (ABCP).
- f. 26<sup>th</sup> ASG Fire Protection Standing Operation Procedures, Aug 1998.
- g. 233d BSB Building/Area Coordinator Appointment Letter.

2. As the Commander, 233d BSB, I would like to take this opportunity to thank you for your service to our community and solicit your support for the quarterly community Town Hall meetings.

3. The Darmstadt, Babenhausen, and Aschaffenburg Communities are great places to live and work! It is people, like yourself, that make the difference between a great place to live or just another housing area. We understand that you have many responsibilities in your normal military duties; however, through teamwork and a sense of belonging we believe that our combined efforts can keep this community a great place.

4. Your responsibilities are outlined in the memoranda and the references listed above. As outlined, you are required to attend quarterly town hall meetings. This is an open forum discussion where topics or important information concerning our community is disseminated. You are a vital link of communication between the DPW and the residents of this community.

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5. Our residents depend on the chain of command to make changes necessary to improve the Quality of Life for Soldiers and families living in our communities. You are a vital part of the Housing Chain of Authority. Your presence at the quarterly town hall meeting will make a difference in your area of responsibility because you are the lobbyist for residents under your jurisdiction. You receive information and can bring concerns to the attention of the community so we can find a solution. This important dialogue is necessary to help us in building a community where people want to live and work. The dates, place and times where our Town Hall meetings are held can be found on the 233d BSB web site and announced on the AFN radio. The 233d BSB Housing Office will also send announcements and reminders to you.

6. Thanking you in advance for your efforts and participation in the up coming Town Hall sessions. Through our combined efforts we can be recognized as the "Community of Choice" for our residents.



MARK D. LANDERS  
LTC, MI  
Commanding

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Area/Building Coordinators

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